

## **FY2003 Annual Report**

# **DEFINITIONS**

2. **Street Address** - Do not report a post office or general delivery on this line.
5. **FSCS Public Library Definition** - A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
  1. An organized collection of printed or other library materials, or a combination thereof;
  2. Paid staff;
  3. An established schedule in which services of the staff are available to the public;
  4. The facilities necessary to support such a collection, staff, and schedule; and
  5. Is supported in whole or in part with public funds.

If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a no.

9. **Main/Central Libraries** - This is an administrative entity with a single direct service outlet or the library which is the operational center of a multiple-outlet library. Usually all processing is centralized here and the principal collections are housed here.

An Administrative Entity identifies an autonomous library entity that has its own governance and funding. Examples are an Administrative Entity with a Single Direct Service Outlet and an Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate.

An Administrative Entity with a Single Direct Service Outlet serves that public directly with one central library, books-by-mail only, or one bookmobile.

An Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate serves the public directly with two or more service outlets, including some combination of a central librar(ies), branch(es), bookmobile(s), and/or books-by-mail only.

- 18-19 State (Other than Institutional Agency)** - These are all funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State.
- 20 Federal (including grants)** - This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.
- 21-23 Other Income** - This is all income other than that reported by Local, State, and Federal. Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.
- 43a Audio Materials** - These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both.
- 43b Video Materials**- These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.
- 47b. Subscription** - This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues.
- 53. Circulation of Children's Materials** - The total annual circulation of all children's materials in all formats to all users. It includes renewals.
- 67 School Age children Program Attendance** - The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.  
Note: Output Measures for Public Library Service to Children: A Manual of Standardized Procedures (ALA, 1992) defines children as persons age 14 and under.
- 65, 72 General Annual Number of Programs and Annual Attendance** - The count of the audience at all programs for which the primary audience is neither children, young adults, adults, family or the elderly. The programs are not geared to any particular age group. For example, the programs may include adults (single and married) and children.